

Statutes of the Association of non-professorial academic staff of the University of Zurich (VAUZ)

dated July 11, 1968, revision of January 20, 2005, March 13, 2008, March 25, 2011, GA 2014

Name, location and purpose (§§ 1-2)

§ 1

The «Association of non-professorial academic staff of the University of Zurich», abbreviated «VAUZ», is an association pursuant to Swiss Civil Code (ZGB), Art. 60 ff., located in Zurich.

§ 2

(1) The Association represents the members of the non-professorial academic staff at the University of Zurich (non-professorial academic staff ('Mittelbau') in accordance with the University of Zurich Act, UA, § 9) in their scientific and professional interests. It is committed to ensuring that the academic staff is granted the appropriate position at the University with the corresponding co-determination in research, teaching, service and academic self-administration.

(2) The Association takes position on issues of higher education in general and in particular on those relating to the University of Zurich. Priority is given to the promotion of non-professorial academic staff and the safeguarding of rights and duties within the scope of employment. The VAUZ supports professional qualification through the Conference Fund from its own resources. It informs its members about University and higher education policy issues and submits election proposals for the representation of non-professorial academic staff in University committees and commissions.

(3) In order to protect the interests of the members, the Presidium is authorized, following the approval of the Board, to submit an appeal on behalf of the members and to deliver opinions.

Membership (§ § 3-5)

§ 3

(1) The VAUZ comprises active and passive members.

(2) Membership starts with payment of the membership fee.

(3) Active membership is exclusively open to the members of the non-professorial academic staff of the University of Zurich.

(4) Considered as members of the non-professorial academic staff are, in particular, the members of the subsequent groups of persons, pursuant to § 9 of the University of Zurich Act and §§ 19-21 of the University Statutes. Non-professorial academic staff must be employed by the University of Zurich, but may, however, be remunerated by third-party funds:

- Assistants

- Resident physicians, if employed at the University of Zurich,

- Senior assistants,
- Senior physicians, if employed at the University of Zurich,
- PhD students and postdocs, if employed at the University of Zurich,
- research associates

(5) Employees of the VAUZ can be active members of the VAUZ, even if they do not belong to any of the above mentioned groups of persons.

(6) Passive membership is open to all natural and legal persons, even if they are not members of the non-professorial academic staff of the University of Zurich.

§ 4

(1) The resignation of active and passive members from the Association is effected by written notice to the Secretariat.

(2) Moreover, active membership also expires upon definite resignation from the group of persons specified in § 3 or in the event of non-payment of the membership fee, but not in case of suspension or temporary absence.

(3) Passive membership also expires in the event of non-payment of the membership fee.

§ 5

At the request of the Board, the General Assembly may decide to exclude a member from the Association.

Organs (§ § 6-13)

§ 6

Organs of the VAUZ are the General Assembly, the Board and the Audit.

§ 7: General Assembly

(1) The supreme organ of the Association is the General Assembly. It determines the guidelines of activity, approves the annual report and financial statement and stipulates the membership fee.

(2) The General Assembly elects the Presidency, the Board and the Audit as well as the delegates of the VAUZ in other intra and extra University non-professorial academic staff organizations. It submits election proposals for the attention of the election bodies in charge regarding the representation of the non-professorial academic staff in the University Board, the Senate and the University's Extended Executive Board as well as in University committees and commissions. The elected representatives of the non-professorial academic staff account for their activities on an annual basis in an appropriate manner. The General Assembly decides on amendments to the Statutes (§ 11).

(3) Decisions are taken by simple majority of those present, unless the articles provide otherwise. Voting rights require active VAUZ membership.

§ 8

The Ordinary General Assembly is held annually, usually at the beginning of the spring semester. Extraordinary General Assemblies may be convened by the Board or by at least 30 members, or one-fifth of the members. General Assemblies are convened in writing by the Board, taking into account at least 30 days prior notice. Members' motions must be submitted to the Board in writing at least 20 days prior to the General Assembly.

§ 9: Board

(1 - Tasks)

The Board consults about the interests of the VAUZ during regular meetings and determines the guidelines for the representation of the non-professorial academic staff in all interdisciplinary bodies of the University. It decides on current business, including all applications for Conference Fund assistance. In case of Board vacancies, the Board itself provides for a transitional arrangement. If the vacancy persists beyond the General Assembly, the approval of the General Assembly is needed for the arrangement.

(2 - Composition)

The Board consists of:

-the Presidency,

-between three and seven Department Managers,

-the representation of the non-professorial academic staff.

Voting rights require **active** VAUZ membership.

(3 - Election of the non-faculty members)

The non-faculty Board members are elected for two years by the General Assembly. Re-election is possible. For new appointments after resignations or for elections into new bodies, commissions or committees according to para. 2, the Board decides by majority. The election requires the confirmation of the General Assembly.

(4 - Termination of Board membership)

The Board membership ends by resignation, deselection or resolution of a body, a commission or a committee.

(5 - Board meetings)

At least three times per semester the Presidency convenes a Board meeting which decides by a simple majority of votes. Every President has one vote. Each faculty, as well as each representation in a University body, commission or committee also has a single vote, even if several Board members from the same faculty or the same body, etc., are present. No Board member may cast more than one vote. In the event of parity, the Presidency shall have the casting vote. Decisions shall be recorded in the summary proceedings of the Board meetings. The protocol shall be approved at the subsequent meeting of the Board.

§ 10: Presidency

(1 - Tasks)

The Presidency shall convene the meetings of the Board and the General Assembly. It represents the interests of the VAUZ in the University Board, as well as in extra University non-professorial academic staff organizations to which the VAUZ belongs as per decision of the General Assembly. The Presidency is responsible for the management of the VAUZ funds (§ 10), about which it is accountable to the General Assembly.

(2 - Composition)

The Presidency consists of two equal Presidents (Co-Presidium), who are elected pursuant to § 9, para. 3 of the General Assembly. The Presidency consults about all matters of the VAUZ and shares the representative functions according to intra and extra University bodies among itself (cf. para. 1).

§ 11: Department Managers

(1 - Tasks)

The Department Managers take over the leadership of Executive Departments. These consist in particular of communication, finance, events, UZH politics and higher education policy Switzerland.

(2 - Election)

The Department Managers are elected by the General Assembly pursuant to § 9 para. 3.

§ 12: Representation of the non-professorial academic staff

(1 - Tasks)

The representation of the non-professorial academic staff acts as agent for the VAUZ interests in the permanent University bodies, the permanent and non-permanent University commissions and committees and in the faculties and faculty committees.

(2 - Composition)

The representation of the non-professorial academic staff consists of:

-the representatives of the non-professorial academic staff in the faculties and the faculty committees (ex officio)

- the representatives of the non-professorial academic staff in permanent University bodies (Senate, University's Extended Executive Board, University Board) and in permanent and non-permanent University commissions and committees.

§ 13: Secretariat

(1 - Tasks)

A Secretariat is assigned to **the Board**. The Secretariat supports the Presidency and the Board in the ongoing administrative transactions. The Secretary takes part in the Board meetings in an advisory capacity and keeps the minutes.

(2 - Expenses)

The Secretariat will, unless financed through University funds, be directly covered by membership fees. The incurred costs reported in the annual financial statement shall be brought to account to the General Assembly. The Presidency decides on the staffing of the Secretariat following the approval of the Board.

§ 14: Audit

(1 - Tasks)

The Audit reviews the VAUZ accounting.

(2 - Composition)

The Audit consists of two Auditors elected by the General Assembly. These are not permitted to be part of the Presidency nor of the Department Managers.

Funds, Accounting, Liability

§ 15

(1) The VAUZ funds consist of regular member contributions and other income. The **maximum membership fee amounts to CHF 100.- per year.**

(2) The VAUZ funds shall be employed according to the Association's purpose (§ 2). The Board decides on the employment of funds. The administration of funds resides with the Presidency, including the assistance of the Secretariat. Amount and employment of funds shall be annually brought to account to the General Assembly.

(3) To review the annual financial statement, the General Assembly elects two Auditors for two years. Re-election is possible.

(4) The Association shall be liable only with its assets. **Any personal liability on part of the members shall be excluded.**

Translation

§ 16

There is an English translation of these Statutes. In the event of doubt, the German version shall prevail.

Amendments to the Statutes

§ 17

The General Assembly decides on amendments to the Statutes by a 2/3 majority of attendants.

Dissolution

§ 18

The Association may only be dissolved by a 3/4 majority of the General Assembly, where at least half of the members are present.

In case of less than half of the members attend the Assembly, a second Assembly shall be held within one month. At this Assembly, the Association can be dissolved by a 3/4 majority, even if less than half of all members are present.

In case of dissolution of the Association, the Association's assets shall be passed on to an institution which pursues an equal or a similar purpose.